

# CONTINUING EDUCATION CLASSES



**Business**  
These courses do not qualify for VIP.

## Test Preparation Courses

### Missouri Life, Health and Property Licensing Test Prep (New!)

Preparatory fundamentals and instruction to pass the Missouri Life and Health and/or Property and Casualty licensing exam.

Part 1	RVC Campus	4 - 8 pm	\$149
CEB-008-50	MTWTH	9/28-10/5	Atchley
Part 2	RVC Campus	4 - 8 pm	\$149
CEB-009-50	MTWTH	10/12-10/19	Atchley

### Missouri Real Estate Practice

This 24-hour real estate class, fully accredited by the MO Real Estate Commission, will prepare you for the MO Real Estate Salesperson license.

CEB 591-01	Healey	5:30 -9:30 pm	\$245
MTW	10/19-10/28	Lincoln Hall	Book

### Real Estate Salesperson

This 48-hour class is accredited by the MO Real Estate Commission and designed to prepare the student to pass the National and State Examinations for the MO Real Estate Salesperson license. Bring pocket calculator, highlighter, pencil/eraser and paper. Additional materials will be furnished. Payment plan.

CEB-418-01	Healey	5:30 - 9:30 pm	\$399
MTW	9/21-10/14	Lincoln Hall	Book

### Test Prep for ACT

For high school students, this class provides a valuable review of core components of the ACT test as well as tips and techniques for testing well. Lunch included for campus class.

CEY 829-01	OTC Campus	5:30 -8 pm	\$55
Tue.	9/15-9/29	Williams	
CEY 829-02	OTC Campus	8:30 3:30 pm	\$65
Fri.	10/16	Williams	Lunch

### Accounting Fundamentals

Designed to acquaint the student with the introductory elements of accounting.

CEB-001-01	OTC Campus	6 - 9 pm	\$199
Wednesday	9/16-12/9	Barnett	BOOK

### Shorthand for Fun

Learn the lost art of shorthand using Gregg's Diamond Jubilee series. This nostalgic and fun class is for beginners and you will be able to write several words after just the first class! Great for many career paths: secretary, reporter, writer, student, minute taker, or just for fun!

CEB-321-01	OTC Campus	6-8 pm	\$69
Tuesday	9/1-9/29	Carter	

### GLENN SHEPARD

#### Supervising People & Leading a Team

Be the manager other managers envy and bosses can't wait to reward! Learn more about supervising people in this workshop than many managers learn in an entire career! Discover best methods of hiring, firing, coaching, leading and motivating. Early bird rate of \$129 until 11/6.

CEB-319-01	Shepard	8:30 am-12 pm	\$149
Thursday	11/12	Lincoln Hall	

### Nonprofit Manager Certificate

Classes may be taken individually by interested persons or as a certificate track program for those working in nonprofit organizations.

#### Organizing for Success

Are you always trying to get organized, but never quite get there? Learn to deal with today's "interruption-prone" atmosphere and regain control of time. Manual included.

CEB-374-01	OTC Campus	6-9 pm	\$49
Tuesday	10/13	Neill	

#### Effective Decision Making

Learn insights into making decisions that are productive and fulfilling and build skills to identify and avoid dysfunctional decision-making tendencies.

CEB-509-01	OTC Campus	6-9 pm	\$49
Thursday	9/17	Neill	

#### Overview of HR Roles

Learn HR roles: staffing, compensation, labor relations, planning, training, performance reviews, and employee relations.

CEB-570-01	OTC Campus	6-9 pm	\$49
Tuesday	10/20	Propst	

### Customer Service

Get high impact skills and strategies that result in improvements in service. Competencies in stress or time management, interviewing skills, phone etiquette and basic customer service principles and strategies.

CEB-273-01	OTC Campus	8a-4pm	\$69
Friday	10/9	Coats	

### Performance Reviews

Are you stuck going through the motions of annual performance reviews or evaluations of your employees or subordinates? Learn to avoid common mistakes while earning trust and confidence of your staff.

CEB-396-01	OTC Campus	6 - 9 pm	\$59
Tuesday	10/6	Propst	

### Basic Grant Writing

This class offers in-class exercises and actual grant writing practice that will help you learn the art of grant writing. Learn to write a variety of proposals and fund raising techniques that will improve your nonprofit organization's potential.

CEB-455-01	OTC Campus	1-5 pm	\$99
Wed-Thu	10/7 - 10/8	Persky	

### Funding A Nonprofit

Explore fundraising methods, as well as tried and true methods of financing nonprofit organizations. Learn ways to raise money for immediate cash flow and how to build up a repeat donor base that will keep you funded for years to come.

CEB-456-01	OTC Campus	1-5 pm	\$99
Wed-Thu	11/11 - 11/12	Persky	

### Special Project Management

Much more than elaborate charts and software, this course will demonstrate effective ways to successfully organize a project producing only positive outcomes. Learn tips and tricks of the trade, key terms and how to avoid costly mistakes.

CEB-560-01	OTC Campus	8 am-5 pm	\$99
Tuesday	12/1 - 12/8	Propst	

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**Refund requests must be received before 3 business days prior to start date of classes. Cancellations by OTC will result in 100% refund.**

## Quickbooks for Nonprofit Organizations - ELECTIVE

Learn how to use Quickbooks to operate your financials and reports especially designed for non profit agencies. Hands on class with experienced nonprofit manager instructor!

CEC-321-01	Graff Hall	8:30 am-3:30 pm	\$139
Friday	10/2	Prueitt	

## Team Building

Explore how effective teams can be formed and empowered, how they can be successfully managed and how they can make any organization more effective.

CEB-562-01	OTC Campus	6 - 9 pm	\$49
Thursday	9/24	Neill	

## Improving Morale

Gain insight into the unique characteristics that make morale a key issue in the operation of nonprofits.

CEB-507-01	OTC Campus	6 - 9 pm	\$49
Thursday	10/1	Neill	

## Developing Vision

Nonprofits need leadership to help teams and volunteers develop vision for the future. Learn six approaches to strategic thinking, how to design processes for vision, strategize and implement creative plans, and sell the strategy to constituents to gain support.

CEB-508-01	OTC Campus	6 - 9 pm	\$49
Thursday	10/8	Propst	

## Medical Claims Analyst

**Register for the entire program and save! Complete these essential classes and acquire the skills to become a medical claims analyst. Package \$895. (Program now offered at our Lebanon Ed Ctr. See page 43 for details.)**

**Office Procedures** Guides through duties of in an office, clinic or hospital setting.

CEB-192-01	OTC Campus	6 - 8:30 pm	\$99
Wednesday	9/23 - 10/28	Lamborn	Book

## 10- Key Computer Functions

Emphasis will be on proper use of and building speed/accuracy on 10 key pad on computer keyboard.

CEB-010-01	OTC Campus	6 - 8 pm	\$99
Wednesday	11/4-12/9	Irvine	Book

## Fundamentals of Managed Health Care

Introduction to the health insurance business including industry terminology, ethics, reinsurance and third party liability.

CEB-272-01	OTC Campus	9 - 4 pm	\$59
Friday	10/16	Coats	

## Intro to Medical Terminology

Learn prefixes, suffixes, root words, combining forms and how they apply to medical terminology. Review relevant anatomical terms of a body's systems.

CEB-102-01	OTC Campus	5:30-8:30pm	\$99
Tuesday	9/8-10/6	Coats	Book

## Customer Service

Get high impact skills and strategies that result in improvements in service. Learn time management, interviewing skills, telephone etiquette and basic customer relations principles and strategies.

CEB-273-01	OTC Campus	9 - 4 pm	\$69
Friday	10/9	Coats	

## Insurance Communications

Learn the importance of clear and concise communication as well as good writing skills, formatting letters and correspondence using a computer.

CEB-274-01	OTC Campus	5:30 - 8:30 pm	\$125
Friday	10/16 - 11/13	Coats	Book

## Claims Adjudication

Learn basic laws/regulations that govern filing medical insurance claims. Covers guidelines and office procedures to successfully understand and file claims, EOBs, and maintain accurate records of patient and insurance company payments. Prerequisite: Medical Coding.

CEB-277-01	OTC Campus	9a-12pm	\$149
Saturday	10/31-12/12	Becker	Book

## Medical Coding

This class will teach application of principles of coding diagnoses and procedures using ICD-9-CM, CPT and HCPCS classification systems to use for filing medical insurance claims.

CEB-275-01	OTC Campus	9 am-12 pm	\$149
Saturday	9/12-10/24	Becker	

## Anatomy & Physiology

Identify and locate bones, organs, muscle and other tissue in the human body.

CEH 560-01	OTC Campus	6-9pm	\$149
Wednesday	9/9-10/7	Coats	Book

## Professional Wedding Planner

Covers everything a wedding planner needs to know to get started in the business, including contracts, etiquette, flowers, music, day of services, marketing, business practices, trade secrets and industry specific applications. Even if you plan to work part-time with only a few weddings or full-time, you'll get all the skills to get started. Two Saturday classes will be held in addition to scheduled dates.

CEB-606-01	OTC Campus	6 - 8 pm	\$499
Monday	9/28 - 11/30	Nave	Book

## Ed2Go Online Classes

With rising costs of gas and difficulty finding time to drive to classes, check out our online courses through Ed2Go! Call 447-8888 for more information.

### Administrative Asst. Fundamentals

Prepare to take advantage of new job opportunities in health care, legal service and other industries.

### Secrets of Career Success

Master twelve career enhancing skills including goal setting, time management, personal organization and creativity.

### Marketing Your Business on the Internet

E-commerce expert helps you develop an internet marketing plan for your business.

### Become A Paralegal

Learn how to become a paralegal with these online training classes.

**Continuing Education Office Hours: Mon-Thur: 8 a.m. - 4:30 p.m., Fri: 8 a.m. - 4 p.m.**

## Real Estate Appraisal

### Basic Appraisal Principles

Overview of property concepts, characteristics, legal consideration, value influences, finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice.

CEB-297-01	Cont. Ed. Ctr.	8 am - 4 pm	\$375
Sat-Sun	9/12-9/20	Shanholtzer	Book

### FHA / VA Appraiser

Topics will include most current FHA requirements including inspection and reporting requirements, as well as resources for continuing updates. We will also discuss general conduct and business practices.

CEB-322-01	Cont. Ed. Ctr.	8 am - 4 pm	\$99
Saturday	9/26	Long	Book

### Basic Appraisal Procedures

An overview of real estate appraisal approach to valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math.

CEB-298-01	Cont. Ed. Ctr.	8 am - 4 pm	\$375
Sat-Sun	10/3-10/11	Shanholtzer	Book

### Residential Report Writing

Introduces theories, techniques, and procedures to help understand the appraisal process and how to use various residential forms and reports for appraisal. A calculator is suggested.

CEB-302-01	Cont. Ed. Ctr.	8 am-4 pm	\$199
Sat-Sun	10/31-11/1	Long	Book

### Statistics, Modeling & Finance

Learn theory and practice of statistics, real estate finance, and valuation modeling. Includes terminology and basic principles of statistics and practical applications in statistical analysis.

CEB-385-01	Cont. Ed. Ctr.	8 am-4 pm	\$199
Sat-Sun	11/14-11/15	Long	Book

### Market Analysis, Highest & Best Use

Learn to properly collect and analyze market data. Markets, market segmentation, supply side and demand analysis, and importance of market analysis to the appraisal process are covered..

CEB-299-01	Cont. Ed. Ctr.	8 am - 4 pm	\$199
Sat-Sun	12/5-12/6	Long	BOOK

## Real Estate Sales & Other

### Real Estate Salesperson

This 48-hour class is accredited by the MO Real Estate Commission prepares the student to pass the National and State Examinations for the MO Real Estate Salesperson license. Bring calculator, highlighter and paper. Book included.

CEB-418-01	OTC Campus	5:30-9:30 pm	\$399
MTW	9/21-10/14	Healey	

### Missouri Real Estate Practice

This 24-hour real estate class, fully accredited by the MO Real Estate Commission, will prepare you for the MO Real Estate Salesperson license.

CEB-591-01	OTC Campus	5:30-9:30 pm	\$245
MTW	10/19-10/28	Healey	

### Home Inspections

Start a house inspection service business. Covers exterior/interior of a house, foundations, landscaping, and basements. Heating, plumbing, electrical, weatherizing, AC, termite, lead paint, radon and asbestos inspections. Field trips. Approved for 29 ASHI Membership Renewal Credits.

CEHO-300-01	CEC	8:30 - 3:30 pm	\$199
MTWTH	9/14 - 9/17	Virnig	Book

### Small Business Workshop

Designed for new small business owners or exploring opening a small business. Covers starting a business, recordkeeping, business use of the home, depreciation and federal tax reporting requirements.

CEB-058-01	OTC Campus	9 am-1 pm	\$39
Tuesday	10/20	Messmer	

#### Note:

*Appraisal classes have been approved through Arkansas and Missouri Real Estate Appraisal & Sales Commissions and are approved for pre-licensure as well as CEU credit. Visit [www.pr.mo.gov/appraisers.asp](http://www.pr.mo.gov/appraisers.asp) for full list of course and program requirements. These classes do not qualify for VIP discount.*

## Child Development Professional

Credential requires completion of 4 modules of course work, observation of work skills onsite, and submission of portfolio materials to the National Council of Accreditation. Part of this program will be offered online. Students may use OTC open labs as needed. Students may start at any module and need access to a computer and the internet to complete this program as part of the class is done online. Students will meet at least one Saturday per module (mandatory) with dates to be assigned by instructor. Payment plan available when enrolling for 2 or more modules.

### CDA Module 4

#### Early Childhood Development

Topics are literacy and subjects of math, art, science and music. Classes will cover personal and professional development as it relates to each care giver.

CEED-704-01	9/2-10/2	Hallgren	\$199
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### CDA Module 1

#### Early Childhood Development

Module 1 includes topics of environmental safety, family participation in daycare settings, health and nutrition and ethics of the professional caregiver.

CEED-701-01	10/5-11/5	Hallgren	\$199
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### Child Development Module 2

#### Early Childhood Development

Module 2 includes topics of child growth and development from infancy to school-age, program management, curriculum development and teaching methods.

CEED-702-01	11/9-12/11	Hallgren	\$199
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*(Module 3 to be held January 2010.)*

**INFORMATION OVERVIEW FOR CDA PROGRAM 8/29/09 9A-12P. CALL TO RESERVE YOUR SEAT! NO CHARGE.**

*Interested in teaching a non credit class?*

E-mail us at [continuinged@otc.edu](mailto:continuinged@otc.edu) for a course proposal form.